

Date: [Insert Date]

To: [Recipient's Name]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to express my sincere gratitude for the invitation to [specific event] scheduled for [date]. It is truly an honor to be considered for this occasion.

Regrettably, I must inform you that I will not be able to attend due to [reason for declining, e.g. prior commitments, scheduling conflicts]. I am disappointed to miss out on what I am sure will be a wonderful event.

Thank you once again for the kind invitation. I wish you all the best and hope the event is a great success.

Warm regards,

[Your Name]

[Your Contact Information]